



276 FOURTH AVENUE
CHULA VISTA, CA 91910

EMPLOYMENT OPPORTUNITY

Environmental Projects Manager

RECRUITMENT NUMBER: 05-403

SALARY: \$5,567.22 - \$6,766.99 / MONTHLY

FILING DEADLINE: 5 PM, TUESDAY, OCTOBER 11, 2005

SUPPLEMENTAL QUESTIONNAIRE REQUIRED ([CLICK HERE TO DOWNLOAD](#))

POSITION SUMMARY

The City of Chula Vista is currently accepting applications for the position of Environmental Projects Manager. This position is a middle-management position in the Planning and Building Department with specific responsibilities within the Environmental Section. Reporting to the Environmental Review Coordinator, this position ensures that projects and programs comply with local, state and Federal environmental policies, rules and regulations.

ESSENTIAL FUNCTIONS

Functions may include, but are not limited to, the following: coordinates and interacts with other City departments and provides assistance in interpreting, analyzing, and complying with environmental policies, rules and regulations; coordinates and manages large complex projects involving Environmental Impact Reports and other supporting documents; oversees consultant contracts; coordinates compliance with the California Environmental Quality Act (CEQA); prepares and distributes CEQA notices; conducts Initial Studies and produces Negative Declarations; assists in researching City environmental issues which impact the city's development areas; interacts and coordinates compliance involving various regulatory agencies; assists the City in complying with procedures from regulatory agencies such as U.S. Fish and Wildlife Service, California Department of Fish and Game, California Coastal Commission, the Regional Water Quality Control Board and the County's Hazardous Materials Management Division; coordinates various consultant contracts; prepares staff reports and makes presentations before the City Council, the City's Planning Commission and other key regulatory boards and commissions; and performs related work as required.

MINIMUM QUALIFICATIONS

Education, Training and Experience: Any combination of experience and training equivalent to a Bachelor's degree in environmental sciences or a related field and two years of responsible professional experience involving the coordination and management of environmental compliance activities and procedures related to CEQA and other government environmental regulations. **License:** Possession of a valid California driver's license.

Knowledge, Skills and Abilities: Knowledge of: the California Environmental Quality Act (CEQA) and other governmental environmental policies, rules and regulations; Federal, state, and local environmental regulatory agency requirements; environmental review procedures and redevelopment area issues; English usage, spelling, grammar, and punctuation; and computer equipment and software applications related to assignment. Ability to: read and interpret complex environmental policies, rules and regulations; develop and implement appropriate compliance procedures; compile information; manage multiple projects; work independently; operate computer equipment and software applications related to assignment; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships with those contacted in the course of work; and work with various cultural and ethnic groups in a tactful and effective manner.

PHYSICAL DEMANDS

On a continuous basis, sit at desk for long periods of time, intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone, and write or use a keyboard to communicate through written means; and lift or carry weight of 15 pounds or less. See in the normal vision range with or without correction to read typical business documents, computer screens, and other material; hear in the normal range with or without correction. Primary work is performed indoors in a carpeted and air-conditioned office environment with fluorescent lighting and moderate noise level. Some movement is required from office to office and there is exposure to the external environment when going to outlying offices, meeting, or performing field inspections. Work is frequently disrupted by the need to respond to in-person and telephone inquiries.

APPLICATION PROCESS

To be considered for this position, applicants must submit a City Application and Supplemental Questionnaire by 5:00 p.m., Tuesday, October 11, 2005. Applications submitted without a Supplemental Questionnaire will not be accepted. Candidates whose applications indicate education and experience most directly related to the position will be invited to participate in the selection process. All notifications will be sent via U.S. mail.

Name _____

**ENVIRONMENTAL PROJECTS MANAGER
Supplemental Questionnaire
Recruitment No. 05-403**

READ THESE INSTRUCTIONS CAREFULLY: This questionnaire **IS NOT** a substitute for the official City application. You must complete both forms completely. The information contained in the employment application and supplemental questionnaire will be used to determine your eligibility to compete and will be evaluated in the recruitment process. Failure to complete both forms will result in immediate disqualification from the recruitment process. If you require more space than is allowed on this form, please attach additional sheets as required. Make sure each additional sheet includes your name in the upper right hand corner of the sheet. This questionnaire must be included with your application.

Section 1. In the space below, identify a specific Environmental Impact Report (EIR) that you personally managed from start to finish. In your response, please describe the issues analyzed in the EIR and discuss your role and responsibilities. If the project required the use of subconsultants, describe how you managed and administered the subconsultants' contract.

I swear or affirm that the information presented above is true and correct to the best of my knowledge. I understand that misleading or false information may result in my disqualification from the recruitment process and/or removal from the eligibility list.

Print Name

Signature